

## **University Commencement Committee Meeting Minutes**

**October 5, 2022**

**12:00PM**

**Zoom**

**Attending:** Diane Zahm (chair), Janice Austin, Kim O'Rourke, Jennifer Cleveland, Margaret Deck, Anthony Watson, Jodie Brinkmann, Monica Kimbrell, Melissa Wright, Marlana Lester, Pascha Gerni

**Invited Guests:** Laura Wedin, Eryn Peters, Colin Roberts, Kenneth Wong, Tom Gallemore, Rebecca Jones, Mike Mulhare, Pamela Vickers, Abby Carlson, Deanna Harman, Kylie Thomas, Ciji Good,

Diane Zahm called the meeting to order at 12:04 p.m.

### **Introductions of New Members**

The meeting began with all in attendance introducing themselves and explaining their position or role within the committee. New members were welcomed to the committee.

### **Committee Member Responsibilities**

The charge of the committee was explained as being a working committee charged with implementation of commencement ceremonies.

The primary focus of the committee for the next several months will be to organize commencement for December.

Every person on the committee does have a responsibility. College representative responsibility is to recruit volunteers to work as marshals during the ceremonies. Rhino Security services will work as ushers during the events, however, two marshals are still required from each college for each ceremony. A call for volunteers will be issued by Diane Zahm towards the end of October for college representatives to submit volunteer's names. Names will be due back on December 1<sup>st</sup>.

For the Fall Commencement two volunteers will be needed at both the University Ceremony and the Graduate School Ceremony. They can be the same volunteers. One of the volunteers is required to wear regalia. Volunteers can be faculty or staff. Graduate students have been volunteers without regalia in previous years.

### **Fall Commencement**

Fall 2022 Commencement ceremonies will be on Friday, December 16 in Cassell Coliseum. The University undergraduate ceremony will be at 10:30 a.m. The Graduate School ceremony will be held at 2:30 p.m.

Commencement speaker recommendations for the University ceremony have been collected from the senior class and passed to the Presidents Office for selection. Additional information regarding recommendation selection was requested from Laura Wedin and Eryn Peters to provide context for the Presidents Office. Once a speaker is chosen it will be shared with the committee.

The decision was made to have no procession again this year for students and faculty at both ceremonies. Only the stage party will process.

A spreadsheet of service needs will be used between ADA, SSD, and OSE offices to address any needs for the ceremonies and how to address them. The SSD office will be contacted to have a representative join the future meetings.

Ceremony arrival times were addressed and additional information will be provided at the next meeting.

The Northern Virginia students are invited to the fall commencement ceremonies if they would like to attend. Students have been made aware of the option. The possibility of a providing bus transportation for students to travel to Blacksburg for graduation is being looked into. They will have a reception for those graduating on December 12<sup>th</sup>; however, this is not a commencement or confirming of degrees.

### **Spring Commencement**

The spring schedule has been approved and published on the commencement website. All college ceremonies will be in Lane Stadium again this year. Commencement ceremonies will May 10th-13th.

A call for spring volunteers will occur after the committee's first meeting in the spring.

College representatives with questions regarding spring commencement and college ceremonies may contact Deanna Harman in the Office of Special Events.

### **Adjournment**

With no further committee business, the meeting was adjourned at 12:24 p.m.